



**Director – Office of Administrative Appeals
(Attorney 4 – base \$5,523 per month)**

This position reports to the department's Assistant Commissioner and General Counsel and will be responsible for all operations of the Office of Administrative Appeals (OAA). The OAA conducts file reviews of substantiated department administrative investigations of individuals for allegations of abuse, neglect and exploitation of vulnerable individuals supported by the department. OAA attorneys also represent the department in administrative hearings before ALJs of the Secretary of State's Administrative Procedures Division (APD) of appeals challenging substantiations and referrals by the department for placement of perpetrators on the State's Abuse Registry.

The person in this position will supervise an Attorney 3 position. This position is located at the Middle Tennessee Regional Office campus at 275 Stewarts Ferry Pike in Nashville, Tennessee. Working hours are 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday. The minimum salary for this position is \$5,523 per month and will be based on education and years of experience.

Examples of the duties and responsibilities of this position:

- Management and supervision of OAA personnel in the performance of duties.
- Arranging and conducting file reviews for appeals of persons who have been substantiated in department investigations of allegations of abuse, neglect or exploitation of vulnerable persons supported by the department.
- Be responsible for correspondence with the appellants, adherence to and enforcement of deadlines, and drafting of written findings and decisions upholding, overturning or modifying the substantiation(s).
- Represent the department in administrative hearings of appeals of persons challenging their substantiations and/or referrals for placement on the State's Abuse Registry.
- Serve as the Commissioner's Designee in Step I appeals under the TEAM Act for departmental employees who have been disciplined.
- Conducting informational presentations regarding the OAA for department-contracted provider management and employees, as well as department personnel.
- Some overnight travel to other parts of the State is possible.

KNOWLEDGE AND SKILLS: Skills needed for this position include strong knowledge of frequently used computer programs such as the Microsoft Office Suite, legal research software as well as database programs. This position requires a thorough analytical approach to problem solving and complaint resolution, strong multi-tasking, Internet research skills, flexibility, excellent organizational and administrative abilities, interpersonal skills, verbal and written communication skills, and the ability to work well with all levels of internal and external management and staff. The position requires attention to detail and excellent process oriented thinking.

EDUCATION AND WORK EXPERIENCE: An applicant for this position must be an attorney licensed to practice law in Tennessee and be in good standing in the State of Tennessee with a clear disciplinary record with the state's Board of Professional Responsibility. Applicants must have an acceptable academic record. A minimum of 4 years of work experience as a licensed attorney in the private sector or in federal or state government is required (no county government?) Maybe just say private or public sector?. Litigation, administrative law, alternative dispute resolution and/or judicial experience preferred. Management/supervisory experience preferred. Anyone interested in applying for this position should send their resume and proof of education to Leah Browning at leah.browning@tn.gov. Consideration of applications will close on November 23, 2018 or when the position is filled.

If your name appears on the Tennessee Department of Health Abuse Registry, the Protection from Harm Registry or on the Substantiated Investigations Records Inquiry (SIRI) database that is maintained by the Department of Intellectual and Developmental Disabilities, or the Felony Offender Registry that is maintained by the State of Tennessee, we cannot consider you for employment in this position.

This organization participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens, and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.